



# eTravel Expense Report — Overnight Travel

## A. Report Header (Submit this report with hotel receipt(s) and all other receipts over \$50 that were not charged to your travel card)

1. Traveler's Name (First, MI, Last)				2. Employee ID (SSN)			
3. Employee's Office			4. Reason for Trip				
5. Charge to Finance No.		6. Trip Start Date		7. Trip End Date		8. Trip Interruption	

## B. GTA

GTA Ticket No. (17 Characters)

## C. Nature of Expense

(Check one)  General Meetings  Speaking Engagement  Other Expense  
 Detail  Project Team  Training Course

## D. Expenses

### 1. Per Diem

Start/Return Dates (MM/DD/YYYY)	Destination/Temporary Duty Station State/City/County	No. of Days	Check Box with Total Trip Length			Number of Meals Provided		
			12-24 Hrs. w/o Hotel	12-24 Hrs. with Hotel	24 Hrs. or Longer	Breakfasts	Lunches	Dinners

### 2. Hotel

Name of Hotel	City	Check-in Date	Check-out Date	No. of Nights This Hotel	\$ Total of Hotel Bill	Paid by Travel Card?	Circle on the hotel bill any expenses that are personal non-reimbursable expenses (examples: room service, in-room movies, laundry services).
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	
						<input type="checkbox"/> Yes <input type="checkbox"/> No	

### 3. Personal Car

Depart Date (MM/DD/YYYY)	Trip Originated at	Destination City	Purpose of Trip/Comments	Round Trip Miles

### 4. Telephone Calls

Date (MM/DD/YYYY)	Cost	Type of Call (B)usiness or 5-Min. (P)ersonal	Is Call Listed on Hotel Bill?	Date (MM/DD/YYYY)	Cost	Type of Call (B)usiness or 5-Min. (P)ersonal	Is Call Listed on Hotel Bill?
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> B <input type="checkbox"/> P	<input type="checkbox"/> Yes <input type="checkbox"/> No

5. Airfare/Train					Paid by Travel Card?	or	"Master Billed" GTA Ticket?
Depart Date	Airline or Train Name	Origin	Destination	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No

6. Taxi/Limo					Paid by Travel Card?	Comments
Date	City	Origin	Destination	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	

7. Car Rental				Paid by Travel Card?	Comments
Date	Rental Agency	City	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

8. Other Reimbursable Expenses (Tolls, Gas, ATM Fees, Parking Fees, Public Transit)				Paid by Travel Card?	Comments
Date	City	Expense/Purpose	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

9. Training Course (GL Account 52363)				Paid by Travel Card?	Comments
Date	Place	Course Description	Cost	<input type="checkbox"/> Yes <input type="checkbox"/> No	
				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Comments or Additional Travel Expenses

The collection of this information is authorized by 39 U.S.C. 1001 and 2008. This information will be used to account for your official duty travel expenses. As a routine use, the information may be disclosed to a congressional office at your request; to OMB for review of private relief legislation; to a labor organization as required by NLRB; where pertinent in a legal proceeding to which the USPS is a party; to an appropriate law enforcement agency for investigative or prosecutorial purposes; to a government agency where relevant to a hiring, contracting, or licensing decision by the requesting agency; or by the USPS; to an expert or consultant under contract with the USPS to fulfill an agency function; to the Federal Records Center for storage; to the Equal Employment Opportunity Commission for investigating a formal EEO complaint filed against USPS under 29 CFR 1613; to an independent Certified Public Accountant during an official audit of USPS finances; and to the Merit System Protection Board or Office of Special Counsel for proceedings involving possible prohibited personnel practices. The completion of this form is voluntary; however, if this information is not provided, you may not be reimbursed for your travel expenses.

**I certify these expenses are valid; I understand any falsification may result in forfeiture of this claim (28 U.S.C. 2514) and criminal prosecution.**

Traveler's Signature	Phone No.	Date Report Submitted	Approving Manager's Name
----------------------	-----------	-----------------------	--------------------------

OFFICE USE ONLY					
Input by	Date Input	Date Updated	Date Receipt Report Sent to Back Office	Date Submitted to Approving Mgr.	Date Detail Report Sent to Traveler

**A. Report Header**

1. Traveler's Name: Print First Name, Middle Initial, and Last Name (to be used in naming convention for expense report).
2. Employee ID: Enter the traveler's Social Security Number.
3. Employee's Office: Enter the Traveler's Duty Station.
4. Reason for Trip: Briefly describe the reason(s) you traveled, e.g., POS One training, OIC assignment, MPOO meeting.
5. Charge to Finance No.: Enter the finance number to be charged.
6. Trip Start Date: Date the trip started (MM/DD/YYYY).
7. Trip End Date: Date you returned from the trip (MM/DD/YYYY).
8. Trip Interruption: If an interruption in per diem days occurred for the convenience of the traveler, enter the date(s) to be omitted from the per diem calculation. Note: Only used for multi-leg or split trip.

**B. GTA**

The GTA Ticket Number (17 characters) will be used when transportation is charged to the corporate travel card, rather than the individual traveler's card.

**C. Nature of Expense**

Check one of the boxes listed. Note: Form 1012-E may be used for more than travel payments. You can also use eTravel for other approved reimbursements, such as training registration fees.

**D. Expenses**

1. Per Diem
  - a. Start/Return Dates: Enter the start date of the trip and the return date (MM/DD/YYYY-MM/DD/YYYY).
  - b. Destination/Temporary Duty Station State/City/County: Used to determine per diem rate at each location.
  - c. No. of Days: Enter the total number of days at same per diem location.
  - d. Check Box with Trip Length (Note: Trip length refers to the total time traveled, not the time spent at a specific per diem location):
    - (1) 12-14 Hrs. w/o Hotel: Traveler is paid 75% of one day's per diem, minus meals provided.
    - (2) 12-24 Hrs. with Hotel: Traveler is paid 75% of two day's per diem, minus meals provided.
    - (3) 24 Hrs. or Longer: For trips longer than 24 hours, Traveler is paid 75% of the daily per diem rate on the first and last days of travel, and 100% of the daily per diem rate is paid for all other days of the trip, minus meals provided.
  - e. Number of Meals Provided: Enter the number of breakfasts, lunches, and dinners provided at Postal Service expense at each per diem location.
2. Hotel
  - a. Name of Hotel: Enter the name of the hotel.
  - b. City: Location of hotel.
  - c. Check-in Date: Enter the date you checked into the hotel. (The hotel bill should show the check-in and check-out dates.)

- d. Check-out Date: Enter the date you checked out of the hotel.
- e. No. of Nights This Hotel: Indicate the number of nights you spent in the hotel.
- f. \$ Total of Hotel Bill: Enter the total of your hotel bill, including all non-reimbursable expenses. Circle any non-reimbursable expenses on the hotel bill. Note: The employee who enters the expense report will separate the tax from the room rate in eTravel's hotel itemization function.
- g. Paid by Travel Card? Indicate whether or not you paid for the hotel expense with your government travel card by checking "Yes" or "No".

Note: USPS policy requires that travelers use the government travel card for all transportation, lodging, and travel advances. For stays at Norman, Oklahoma or Potomac, Maryland, hotel charges should not be entered into eTravel unless the cost is being charged to the government travel card. Generally, these charges are directly billed to the employee's home office.

3. Personal Car

- a. Depart Date: Enter the first date your personal vehicle was used for official business travel.
- b. Trip Originated at: Enter the location where the trip in your personal vehicle originated, e.g., residence or name of office.
- c. Destination City: Enter the location where the trip in your personal vehicle ended.
- d. Purpose of the Trip/Comments: Enter the reason for travel in your personal vehicle. Also include information to notify the approving manager of any special circumstances involved in driving your personal vehicle.
- e. Round Trip Miles: Enter the total miles driven in your personal vehicle on this date.

4. Telephone Calls

- a. Date: Enter the date of the call.
- b. Cost: Enter the cost of the call. (Personal phone call reimbursement is limited to 5 minutes per 24-hour period.)
- c. Type of Call: Identify the telephone call by checking "B" for Business or "P" for Personal Call.
- d. Is Call Listed on Hotel Bill? Indicate by checking "Yes" or "No" whether or not the call appears on the hotel bill.

Note: When possible, the traveler must use the least expensive means of placing the phone call. Whenever feasible, business and reimbursable phone calls made by the traveler are charged to the traveler's Postal-issued phone card, rather than claimed on an expense report. Hotel surcharges for the use of the Postal-issued phone card are reimbursable expenses.

5. Airfare/Train

- a. Depart Date: Enter the date you departed by airplane or train.
- b. Airline or Train Name: Enter the company name of the airline or train.
- c. Origin: Enter the city name where your flight/train trip began.

- d. Destination: Enter the city name of the final destination of your flight/train trip. Note: "One-way" if not round trip.
- e. Cost: Enter the cost of your airfare or train ticket.
- f. Paid by Travel Card or "Master Billed" GTA Ticket? Indicate if your government travel card was used to pay for the ticket by checking "Yes" or "No". If airfare or train expense was master-billed using government travel authority (GTA), check either "Yes" or "No". If GTA, receipt or boarding pass is required. Enter GTA ticket number in Section B above.

Note: The traveler must include an explanation if they do not use the Government Travel Card to pay for the airfare or train.

6. Taxi/Limo

- a. Date: Enter the date of your taxi/limo ride.
- b. City: Enter the city where you rode the taxi/limo.
- c. Origin: Enter the location where you were picked up, e.g., hotel, airport, residence, etc.
- d. Destination: Enter the location where you were dropped off.
- e. Cost: Enter the cost of the ride (may include a tip up to 15%).
- f. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
- g. Comments: List any comments about your taxi/limo expense, if necessary, such as sharing with other USPS employees, etc.

7. Car Rental

- a. Date: Enter the date car rental began.
- b. Rental Agency: Enter the car rental agency name.
- c. City: Enter the city where the car was rented.
- d. Cost: Enter the cost of the car rental.
- e. Paid by Travel Card? Indicate if you paid for the taxi/limo with your government travel card by checking either "Yes" or "No".
- f. Comments: List any comments about your car rental, when appropriate, such as sharing with other USPS employees, etc. Provide an explanation if your Government Travel Card was not used to pay for the car rental.

8. Other Reimbursable Expenses (Tolls, Gas, ATM Fees, Parking Fees, Public Transit)

- a. Date: Enter the date the other expense occurred.
- b. City: Enter the city where the expense occurred.
- c. Expense/Purpose: Describe the expense you incurred. Some examples of expenses that should be entered here include tolls, cash advance fees (fees only, not the amount of the cash advance), gas, or parking.
- d. Cost: Enter the cost of the expense.
- e. Paid by Travel Card? Indicate if you paid for the other expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

9. Training Course (GL Account 52363) — Tuition Only

- a. Date: Enter start date of the course.
- b. Place: Enter type of institution where training course was taken, e.g., Facility, University, Other).
- c. Course Description: Enter the type of course taken.
- d. Cost: Enter tuition paid.

- e. Paid by Travel Card? Indicate if you paid for the training expense with your government travel card by checking either "Yes" or "No".
- f. Comments: Enter any comments about the expense.

Note: The employee who enters the expense report must change the general ledger account in the GL Account field of eTravel to training expenses.

**Traveler's Signature:** The traveler's signature certifies factual presentation of all expense entries and compliance with USPS expense policy.

**Phone No.:** A phone number where the traveler can be reached if there are questions about your travel expenses.

**Date Report Submitted:** Enter the date the traveler sent the eTravel Expense Report to the employee for entry into eTravel.

**Approving Manager's Name:** Enter the name of the manager to whom the travel report should be submitted. Note: This field must contain a manager's name, not a supervisor's name. Managers who can approve a travel report are defined in Handbook F-15, *Travel and Relocation*, Appendix C.

**Office Use Only**

To be completed by the employee who enters the expense report data into the eTravel system on behalf of the traveler. Once the data is entered into the eTravel system, the original form and backup are maintained in the office of the web alias. A copy of the eTravel Detail Report is sent to the traveler. Any questions from the approving manager will be addressed to the traveler.

**Additional Comments**

Any questions concerning completion of this form or about travel, should be addressed through the district eTravel coordinator or the employee designated to enter PS Form 1012-E into eTravel through Web Alias.

After completing this form, forward the form and all receipts for expenses \$50 and over that were **not** charged to your government travel card to the employee designated to enter your PS Form 1012-E into eTravel. Retain copies of any receipts submitted with your expense report. The web alias will print eTravel Detail Report and send it to the traveler.

**Resubmit**

If the approving manager has any questions regarding the expense report, he or she will contact the traveler directly and resubmit the report to the web alias if necessary. The traveler is responsible for notifying the web alias in writing of any necessary corrections, and authorizing the person entering the expense report to edit the report in the eTravel system. The expense report will then be resubmitted to the approving manager.